Posting Format

This document details the format that will be used for System Administration positions in CU Careers. Departments can request additional information be added to their posting.

Department Description

This section provides a quick description of the department the positon is held in.

1. **Department example**: Employee Services provides the CU community with services from recruitment to retirement. The office provides technical expertise while administering benefits, professional development, payroll, individual tax management, and strategic HR programs. The functional areas of Employee Services include payroll, technologies, benefits, retirement, financial education, learning and development, international tax and human resources.

    a. Department Descriptions: http://www.cu.edu/controller/system-administration-offices

Position Description

This section describes of the position that is provided on the position and budget form.

1. **Position Example:** This position performs and supervises all activities necessary to process one or more payrolls, including maintaining related records, filing tax reports and voluntary deduction reports, processing involuntary deductions such as levies and garnishments, preparing accounting transactions and documents, documenting and updating procedures, and preparing special reports for senior management. Supervises or leads a team of 1-2 Payroll Practitioners or assistants.
2. **Key Responsibilities Example:** This is typically a "working supervisor" who spends more than 50% of time personally performing payroll processing and related activities. If incumbent spends more than 50% of time planning, coordinating and supervising, match the position to one of the payroll management positions.

Who we are and What we offer

This section defines the standard language to identify this as a system administration position and can define the exact location of the position. This section also speaks to salary and benefits. Variables that will be different include the location, and potential salary information.

1. **Who we are:** System Administration, which also houses the Office of the President, is located in the uptown neighborhood of Denver with an office in Broomfield and a few smaller offices located on the campuses. However, this position is located in **{Location}.** Many of our departments support the educational and research missions of the four University of Colorado campuses. We provide diverse opportunities for professional development, innovation, and collaboration with talented staff and faculty.

2. **What we offer:** Salary: The salary has been established at $**{amount}**.

    (OR) Salary is competitive and commensurate with skills and experience. (*** This option can be chosen in lieu of posting the salary amount.)

Benefits: The University of Colorado offers an excellent benefits package including medical, dental, retirement, paid time off, tuition benefit and ECO Pass. Information on benefits programs, including eligibility, is available at www.cu.edu/employee-services/.

Qualifications

This section defines the minimum qualifications that a candidate **must** meet in order to be considered a qualified candidate for the position. These qualifications should be measurable. Preferred qualifications define the qualities of a candidate that are preferred but not required.

Special Instructions

This section defines the standard language within the Special Instructions section.

1. Review of applications will continue until the position is filled. **(OR)** For full consideration completed applications must be submitted by **{Date}**. Reference checking is a standard step in our hiring process. You may be asked to provide contact information, including email addresses, for up to five references as part of the search process for this position. *Please note: All application materials must be submitted through CU Careers; emailed materials will not be considered.*

    The University of Colorado is committed to providing a safe and productive learning and living community. To achieve that goal, we conduct background investigations for all final applicants being considered for employment. Background investigations include a criminal history record check, and when appropriate, a financial and/or motor vehicle history. The Immigration Reform and Control Act requires a verification of employment eligibility be documented for all new employees by the end of the third day of work. The University of Colorado is committed to diversity and equality in education and employment.

Application Materials Instructions

This section defines the standard language within the Application Materials Instructions section.

1. You must attach a **cover letter, resume, and references** to your application as three separate documents. **Please identify the job specific minimum qualifications you possess in your cover letter.** Also, ensure you check the **"Job Specific Attachments"** box next the each document on the **"Required Documents"** page of the application for the appropriate documents to be attached.

Pre-screening Questions

This section defines the pre-screening questions that will be added to every System Administration positon.

1. I understand that I must attach the following required documents for the posting: cover letter, resume, and references, and check the **"Job Specific Attachments"** box next to each document on the following **"Required Documents"** page to ensure I submit all appropriate documents.

2. Are you a current or previous University of Colorado employee?